



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Management Auditor /Associate Management Auditor (20 positions)

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** December 21, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-640-5841-XXX  
051-640-4159-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With direction provided by a Senior Management Auditor, the incumbent will perform as the first full journey person of the series exercising independence and proficiency in examining management controls in a single agency, a small group of related agencies, or private enterprises under the jurisdiction of the Office of the State Controller. Specific duties include, but will not be limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Ensure audit work is properly supported and sufficient to enable an expression of an opinion on the fairness of the financial reports, and is in accordance with SCO audit policies and general accepted auditing standards.
- Make preliminary review and analyses of the entity to be audited to determine required hours to complete each step in the audit planning memorandum. Conduct entrance and exit conferences. During the entrance conference state the nature, purpose, and objectives of the audit. At the exit conference, discuss preliminary findings or problems encountered.
- Evaluate auditee's accounting and administrative systems expressing an opinion as to adequacy and make recommendations where appropriate.
- Act as lead auditor as follow: coordinate and assign audit tasks to each team member; review audit working papers for clarity and accuracy; train and assist auditors in developing audit finding and recommendations; and provide the field audit supervisor with information for evaluating staff performance.
- Travel to and from audit site.

**DUTIES WILL COMMENSURATE WITH LEVEL HIRED**



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**DESIRABLE QUALIFICATION: Current and Valid Driver's License**

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls